

Overpayment Refund Supporting Documents Checklist

Applicant/Entity Name:

Checklist of Required Supporting Documents

1. Formal request letter for overpayment refund addressed to the concerned department/office.
2. Proof of payment (e.g., official receipts, bank statement, or transaction slip).
3. Copy of invoice(s) or billing statement(s) related to the overpayment.
4. Computation or reconciliation sheet showing details of the overpayment.
5. Valid identification document (ID) of the claimant or authorized representative.
6. Authorization letter if the refund is being claimed by a representative.
7. Other relevant supporting documents (if applicable).

Summary of Submission

- Date of Submission: _____
- Received by: _____
- Reference Number: _____

Important Notes

- All documents must be clear, readable, and duly certified if required.
- Incomplete submissions may result in processing delays or rejection.
- Ensure all details provided match the official payment records.
- Retain copies of all documents submitted for your records.
- The organization reserves the right to request additional documentation as necessary.